

TEXAS DEPARTMENT OF AGRICULTURE



Weights and Measures Online Reporting System

A Guidance Document for Service Companies

FORWARD

The Texas Department of Agriculture Weights and Measures Online Reporting System was implemented on January 6, 2014. The system replaces the RWM-780 paper form for liquid measuring devices. Scales and LPG services must still be reported on the RWM-780.

The online reporting system goals are to identify facilities with regular and sound maintenance programs while providing a more efficient method for service companies to submit required reports aiding in the reduction of late and incomplete submissions.

By collecting data that identifies facilities with sound maintenance programs, the Texas Department of Agriculture will be able to focus its resources on areas of higher risk. These risk-based initiatives will raise the level of protection provided to consumers in the State of Texas.

LOGIN PAGE

Welcome to
Licensed
Service
Company
Report

Username

Password

Technician Card Number

Facility Certificate Number
(if known)

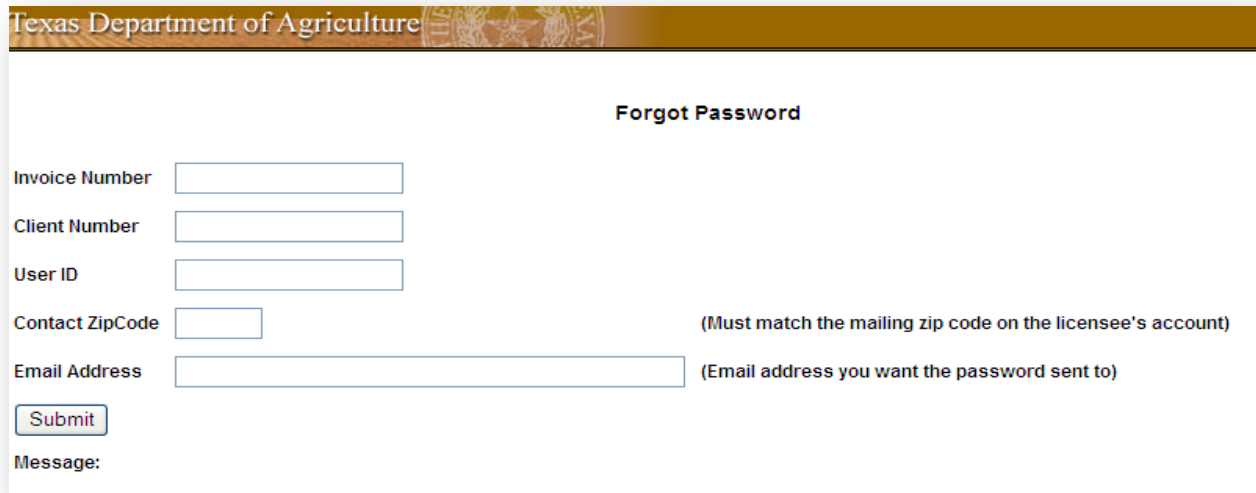
Login

[Forgot password](#)

Texas Department of Agriculture. All Rights Reserved. Unauthorized

1. Enter TDA issued username. This was provided in the correspondence sent in December 2013.
2. Enter TDA issued password. This is the same password as your public BRIDGE password, or you may obtain a new password through the *Forgot Password* link.
3. Enter the license number of the technician that performed the service or repair on the device.
4. Enter the Facility Certificate Number. This is the account number of the facility being serviced. This number is available on the posted certificate and on the weights and measures page under regulatory programs at www.TexasAgriculture.gov. You will not be able to enter the number once logged in.
5. Click on *Login*

FORGOT PASSWORD



The screenshot shows a web form titled "Forgot Password" from the Texas Department of Agriculture. The form is set against a light blue background with a header bar containing the department's name and logo. The form fields are arranged vertically on the left, with corresponding instructions on the right. The fields are: "Invoice Number" (a short text box), "Client Number" (a short text box), "User ID" (a short text box), "Contact ZipCode" (a short text box), and "Email Address" (a long text box). To the right of the "Contact ZipCode" field is the instruction "(Must match the mailing zip code on the licensee's account)". To the right of the "Email Address" field is the instruction "(Email address you want the password sent to)". Below the "Email Address" field is a "Submit" button. At the bottom left of the form area is a "Message:" label.

Texas Department of Agriculture

Forgot Password

Invoice Number

Client Number

User ID

Contact ZipCode (Must match the mailing zip code on the licensee's account)

Email Address (Email address you want the password sent to)

Message:

Clicking the *Forgot Password* link will bring you to the Public BRIDGE page. Service companies that have previously used Public BRIDGE for license renewal have been issued a password and may use it to login to the reporting system. New users or those who need a new password will have to enter the information above for one to be issued.

The required information was enclosed in our December 2013 mail correspondence. All of the information must match our records exactly to retrieve a password. The only exception will apply to the email address entered. You may enter any email address where you would like your password to be sent.

Once you submit the information, you will need to enter the last five (5) digits of your Texas Comptrollers Tax ID number and click submit. The new password will then be sent to the email address provided.

DATA ENTRY PAGE

Licensed Service Company Report

Licensed Service Company Information

TDA Registration Number

0688045

Company Name

TEST LSC CORP

Tech Registration Number

70440

Technician Name

GUY TURNER

Facility Information

Certificate Number

0608861

Facility Name

DRIVER'S TRAVEL MART

Physical Address

621 HWY 75

City

ANNA

Zip

75409

Once successfully logged in, notice that several fields have been pre-populated based upon the information provided at login.

These include:

- Service Company Information
- Service Technician Name and # Number
- Facility Information

Please keep in mind, if you did not enter the Facility Identification Number during login you will not be able to enter it now, however, you will be required to enter the facility name and address in order to submit.

Note: This is primarily for new businesses that have yet to receive an account number. Failure to complete the form in its entirety can result in administrative penalties.

DATA ENTRY CONT.

Service Information

Date of Service

Date Submitted

2/4/2014

TDA Certificate Posted? ☐ Yes ☐ No

TDA Stickers Posted? ☐ Yes ☐ No

Currently In Operation? ☐ Yes ☐ No

Accurate Calibration
Verified For All Blends? ☐ Yes ☐ No

The first item you will need to enter is the date of service. You may enter this manually or use the calendar function in the right side of the box.

The submitted date will pre-populate with the date the data is entered into the system.

Four questions need to be answered for each report submitted.

1. **TDA Certificate Posted?**

This refers to the facility account certificate that must be posted at the location and visually accessible to all customers. In addition, it will have the facility account number listed on it.

2. **TDA Stickers Posted?**

This refers to the consumer information stickers that must be posted on all pumps.

3. **Currently in Operation?**

Is the facility currently open for business?

4. **Accurate Calibration Verified for all Blends?**

This will only be yes if a test was run on ALL BLENDS OF ALL PUMPS at the facility, not just the pumps serviced. This also includes all Mid-Grades.

Fuel Feedback?

This station must display a current Texas Department of Agriculture registration that is accessible to customers. To report an expired registration or file a complaint on fuel of this device, contact us at:

www.TexasAgriculture.gov/fuel
TelITDA@TexasAgriculture.gov
1-800-TELL-TDA



PUMP INFORMATION

Pump			
Pump No.	Flow ▼	Blend ▼	Serial Number
Pump No.	Flow ▼	Blend ▼	Serial Number
Pump No.	Flow ▼	Blend ▼	Serial Number
Pump No.	Flow ▼	Blend ▼	Serial Number
Pump No.	Flow ▼	Blend ▼	Serial Number

+ ×

The Pump Number refers to the posted pump number at the facility. Each pump number may have multiple blends of fuel requiring multiple lines of data.

For example: Pump number 1 may have four lines of data for unleaded, mid-grade, premium and diesel.

Pump			
Pump No.	Flow ▼	Blend ▼	Serial Number
Pump No.	Flow ▼	Blend ▼	Serial Number
Pump No.	Flow ▼	Blend ▼	Serial Number
Pump No.	Flow ▼	Blend ▼	Serial Number
Pump No.	Flow ▼	Blend ▼	Serial Number

+ ×

Flow refers to the gallons per minute flow rate of the device and is found in a drop down menu.

LF – Under 20 gpm

H1 – 20 gpm – 100 gpm

H2 – Over 100 gpm

PUMP INFORMATION CONT.

Pump			
Pump No.	Flow ▼	Blend ▼	Serial Number
Pump No.	Flow ▼	Blend	Serial Number
Pump No.	Flow ▼	U	Serial Number
Pump No.	Flow ▼	MG	Serial Number
Pump No.	Flow ▼	P	Serial Number
Pump No.	Flow ▼	D	Serial Number
Pump No.	Flow ▼	E	Serial Number
Pump No.	Flow ▼	K	Serial Number

+
×

Blend refers to the type of fuel being tested. Each pump may have multiple blends. The fuel types are listed in a drop down menu and slider bar and are defined as the following:

- | | |
|-----------------------|---------------------|
| U – Unleaded | K - Kerosene |
| MG – Mid-Grade | AV - AV Gas |
| P – Premium | J – Jet Fuel |
| D – Diesel | O - Other |
| E – E85 Gas | |

Pump				
1	LF ▼	U ▼	Octane ▼	Serial Number
Pump No.	Flow ▼	Blend ▼	Octane	Serial Number
Pump No.	Flow ▼	Blend ▼	85	Serial Number
Pump No.	Flow ▼	Blend ▼	86	Serial Number
Pump No.	Flow ▼	Blend ▼	87	Serial Number
Pump No.	Flow ▼	Blend ▼	88	Serial Number
Pump No.	Flow ▼	Blend ▼	89	Serial Number
Pump No.	Flow ▼	Blend ▼	90	Serial Number

+
×

When U, MG or P is selected it will trigger a new drop down menu with a slider bar for Octane Rating. This is for the posted Octane Rating or Automotive Fuel Rating (AFR) for the blend being tested.

Ratings can range from 85 – 100.

PUMP INFORMATION CONT.

Pump			
Pump No.	Flow ▼	Blend ▼	Serial Number
Pump No.	Flow ▼	Blend ▼	Serial Number
Pump No.	Flow ▼	Blend ▼	Serial Number
Pump No.	Flow ▼	Blend ▼	Serial Number
Pump No.	Flow ▼	Blend ▼	Serial Number
+	×		

The serial number refers to the serial number of the device or pump. Multiple blends and pump numbers may use the same serial number.

For example: Pumps 1 and 2 may be on the same device, therefore, will have the same serial number.

Reading	
Found	Left
Found	Left
Found	Left
Found	Left
Found	Left

The readings are the results of the performance test or calibration. The “Found” is the first reading before adjustment and the “Left” is the reading after adjustment or the same as the found if no adjustment is needed. Please keep in mind that a calibration does not necessarily involve an adjustment. By definition a calibration means that a test was performed with or without an adjustment.

These must be entered in a plus or minus format with one decimal place, the exception being that zero can be entered without a decimal.

For example: +1.5 or -2.0

Note: “As found”/“as left” information is no longer required for non-calibration services (ex: LED change, hose/nozzle service). This should only be left empty if a performance test was not conducted.

PUMP INFORMATION CONT.

Service	
<input type="checkbox"/> Serviced	<input type="checkbox"/> Repaired
<input type="checkbox"/> Serviced	<input type="checkbox"/> Repaired
<input type="checkbox"/> Serviced	<input type="checkbox"/> Repaired
<input type="checkbox"/> Serviced	<input type="checkbox"/> Repaired
<input type="checkbox"/> Serviced	<input type="checkbox"/> Repaired

SERVICED is any maintenance activity on a device that DOES NOT TRIGGER A NEW CALIBRATION. This includes but is not limited to LED screens, nozzles, hoses and a routine calibration test.

REPAIRED is any repair on the meter itself that CAN AFFECT THE CALIBRATION OF THE DEVICE AND REQUIRES A NEW TEST TO BE PERFORMED. When repaired is checked it will automatically check service since a new calibration must take place.

Help


Flow:
(LF) Low Flow; Less than 20 gpm
(H1) High Flow; 20 - 100 gpm
(H2) High Flow; More than 100 gpm


Blends:

(U) Unleaded	(K) Kerosene
(MG) Midgrade	(AV) AV Gas
(P) Premium	(J) Jet-A Fuel
(D) Diesel	(O) Other
(E) E-85	

Octane (posted Automotive Fuel Rating (AFR)):

85	91	97
86	92	98
87	93	99
88	94	100
89	95	
90	96	





If help is needed for any of the abbreviations on the form, the ? symbol at the top of page will bring up a pop-up box with the definitions.

SUBMISSION

Submit Service Report

Error(s) found

There were some problems with your submission:



- Pump number is invalid.

◀ Back

Once all the information required has been entered, click on the *Submit Service Report* tab.

If any errors are found on the report a pop-up screen will alert you to those errors. Click the *Back* button and make the necessary changes and click the *Submit Service Report* tab

Success!

Your service report was submitted successfully to TDA. Your report number is:



232

Keep this number for your records.

Print

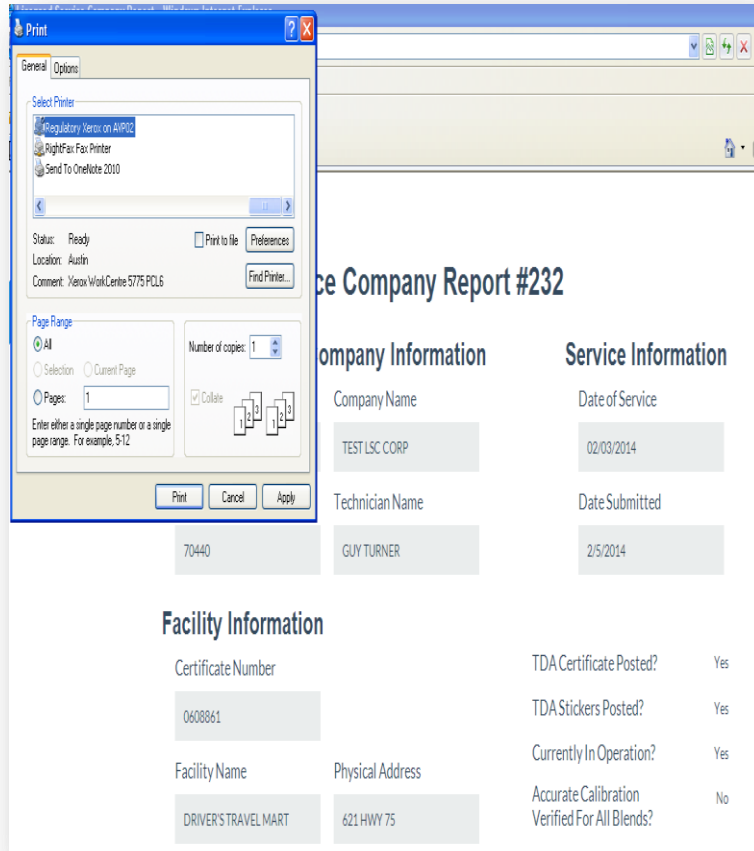
Done

If all data is entered correctly, a pop-up will signal the successful submission and issue a record number.

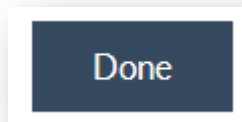
Keep this number for your records and proof of submission.

Click on *Print* to view and print the report.

PRINTING



Clicking *Print* will bring up a report with the data and report number that can then be made into a pdf file and/or printed.



Once the document has been printed and/or a pdf file created, click on *Done* to return to the login screen.

Once you have clicked on *Done*, you will not be able to access the record again. Therefore, it is important to print the document and/or record the report number.